

VACANCY ANNOUNCEMENT

Embassy of the United States of America
Freetown, Sierra Leone

VACANCY No: 019-2015

OPEN TO: All Interested Candidates/ All Sources

POSITION: Procurement/Lease Contract Supervisor, FSN-08/FP-06

OPENING DATE: April 20, 2015

CLOSING DATE: May 01, 2015

WORK HOURS: Full-time; 40 hours/week

SALARY: *Ordinary Resident (OR)
(Position Grade FSN-08)

*Not-Ordinarily Resident (NOR)
(Position Grade FP-06)

ALL ORDINARILY RESIDENT (OR) APPLICANTS (See Appendix A) MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION

The United States Embassy in Freetown is seeking an individual within or outside the Mission for the position of Procurement/Lease contract Supervisor. The position is located in the General Services Section and reports to the General Services Officer.

BASIC FUNCTION OF POSITION:

Under the general supervision of the General Services Officer, primarily performs contract administration duties in the Procurement and Realty fields.

Provides Realty/Housing support duties and services that have to do with procurement of a variety of commodities and services for the Embassy and associated agencies by ordering, purchase order action or GSA catalog from companies with which established contract exists. Supervises the work of one Realty/Housing Agent and provides general supervision and guidance to procurement staff on contract related activities.

A copy of the complete position description listing all duties and responsibilities is available in the Human Resources Office. Also, please see appendix C below.

QUALIFICATIONS REQUIRED

NOTE: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

- 1. Education:** Completion of secondary school and diploma in Procurement, Marketing or Real Estate studies required.
- 2. Experience:** Three years of progressively responsible experience in procurement contract preparation, or marketing required.
- 3. English Ability:** Level 3 English ability (good working knowledge) in oral and written English is required. Level 3 Krio language required. English Level will be tested.
- 4. Other Criteria:** Must be able to acquire knowledge in the following areas within a reasonable period of time; Good knowledge of Department of State and associated agency procurement regulations, instructions and procedures. Knowledge of U.S. Federal Specifications and other Standards relating to purchasing, contracting procedures and practices. Knowledge 6 FAM 1220 and 1230 - Federal Acquisition and Regulations (FAR). Knowledge of Local market practices, customs and pricing on Housing. Knowledge of 6 FAM 700 on Realty. Knowledge of Post's Housing Policy handbook.
- 5. Other Skills:** Must be able to manage realty functions effectively. Must be able to work on computer programs. Ability to search, establish and maintain contacts with Estate Agents and owners and be able to negotiate to a conclusion of U.S. Government interest. Must be holder of driver's license.

SELECTION PROCESS:

When equally qualified, U.S. Citizen Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

ADDITIONAL SELECTION CRITERIA:

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Performance Report are not eligible to apply.
4. Currently employed U.S. Citizen EFM's who hold Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.

5. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment, unless currently hired into a position with a When Actually Employed (WAE) work schedule.

TO APPLY:

Interested applicants for this position must submit the following or the application will not be considered:

1. Universal Application for Employment as a Locally Employed Staff or Family Member (DS-174); available on the internet at http://freetown.usembassy.gov/job_opportunities.html or
2. A combination of both; i.e. Sections 1 -24 of the UAE along with a listing of the applicant's work experience attached as a separate sheet and a Curriculum Vitae PLUS
3. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application. Candidates who claim conditional U.S. Veterans preference must submit documentation confirming eligibility for a conditional preference in hiring with their application.
4. Any other documentation (e.g., essays, certificates, awards) that addresses the qualification requirements of the position as listed above.

SUBMIT APPLICATION TO:

The Human Resources Section
(Application for Procurement Lease Contract Supervisor)
Embassy of the United States of America
Southridge, Hill Station
Freetown
FAX: 076/022-515-075

POINT OF CONTACT:

Human Resources Section: 076-515-000

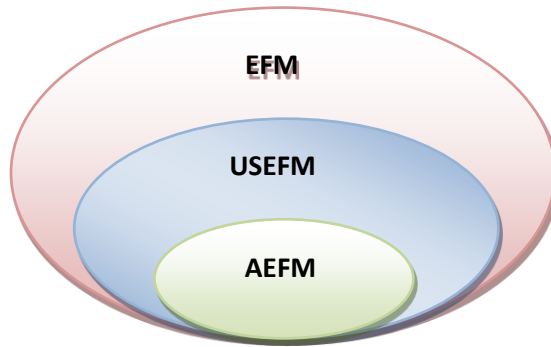
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The U.S. Mission in Freetown, Sierra Leone provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex,

national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

APPENDIX A DEFINITIONS



This diagram demonstrates how an Appointment Eligible Family Member (AEFM) is also a U.S. - citizen Eligible Family Member (USEFM) as well as an Eligible Family Member (EFM).

1. **Eligible Family Member (EFM):** An individual related to a U.S. Government employee in one of the following ways:
 - Spouse or same-sex domestic partner (as defined in 3 FAM 1610);
 - Child, who is unmarried and under 21 years of age or, regardless of age, is incapable of self-support. The term shall include, in addition to natural offspring, stepchildren and adopted children and those under legal guardianship of the employee or the spouse when such children are expected to be under such legal guardianship until they reach 21 years of age and when dependent upon and normally residing with the guardian;
 - Parent (including stepparents and legally adoptive parents) of the employee or of the spouse, when such parent is at least 51 percent dependent on the employee for support;
 - Sister or brother (including stepsisters and stepbrothers, or adoptive sisters or brothers) of the employee, or of the spouse, when such sibling is at least 51 percent dependent on the employee for support, unmarried, and under 21 years of age, or regardless of age, incapable of self-support.
2. **U.S. Citizen Eligible Family Member (USEFM):** For purposes of receiving a preference in hiring for a qualified position, an EFM who meets the following criteria:
 - U.S. Citizen; and,
 - EFM (see above) at least 18 years old; and,
 - Listed on the travel orders of a direct-hire Foreign, Civil, or uniformed service member assigned to or stationed abroad with a USG agency that is under COM authority, or at an office of the American Institute in Taiwan; and either:
 1. Resides at the sponsoring employee's or uniformed service member's post of assignment abroad or at an office of the American Institute in Taiwan; or

2. Resides at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under 3 FAM 3232.2.

3. **Appointment Eligible Family Member (AEFM):** EFM (see above) eligible for a Family Member Appointment for purposes of Mission employment:
- Is a U.S. citizen; and
 - Spouse or same-sex domestic partner (as defined in 3 FAM 1610) or a child of the sponsoring employee who is unmarried and at least 18 years old; and
 - Is listed on the travel orders or approved Form OF-126, Foreign Service Residence and Dependency Report, of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad at a U.S. mission, or at an office of the American Institute in Taiwan (AIT), and who is under chief of mission authority; and
 - Is residing at the sponsoring employee's post of assignment abroad or, as appropriate, office of the American Institute in Taiwan.
 - Does not receive a Foreign Service or Civil Service annuity

4. **Member of Household (MOH):** An individual who accompanies a direct-hire Foreign, Civil, or uniformed service member permanently assigned or stationed at a U.S. Foreign Service post or establishment abroad, or at an office of the American Institute in Taiwan. An MOH is:
- Not an EFM; and,
 - Not on the travel orders of the sponsoring employee; and
 - Has been officially declared by the sponsoring USG employee to the COM as part of his/her household.

A MOH is under COM authority and may include a parent, unmarried partner, other relative or adult child who falls outside the Department's current legal and statutory definition of family member. A MOH does not have to be a U.S. Citizen.

5. **Not Ordinarily Resident (NOR)** – An individual who:
- Is not a citizen of the host country; and
 - Does not ordinarily reside (OR, see below) in the host country; and
 - Is not subject to host country employment and tax laws; and
 - Has a U.S. Social Security Number (SSN).

NOR employees are compensated under a GS or FS salary schedule, not under the LCP.

6. **Ordinarily Resident (OR)** – A Foreign National or U.S. citizen who:
- Is locally resident; and
 - Has legal, permanent resident status within the host country; and
 - Is subject to host country employment and tax laws.

EFMs without U.S. Social Security Numbers are also OR. All OR employees, including U.S. citizens are compensated in accordance with the Local Compensation Plan (LCP).

APPENDIX B

If an applicant is submitting a resume or curriculum vitae, s/he must provide the following information equal to what is found on the UAE.

Failure to do so will result in an incomplete application

- A. Position Title
- B. Position Grade
- C. Vacancy Announcement Number (if known)
- D. Dates Available for Work
- E. First, Middle, & Last Names as well as any other names used
- F. Current Address, Day, Evening, and Cell phone numbers
- G. U.S. Citizenship Status (Yes or No) & status of permanent U.S. Resident (Yes or No; if yes, provide number)
- H. U.S. Social Security Number and/or Identification Number
- I. Eligibility to work in the country (Yes or No)
- J. Special Accommodations the Mission needs to provide (Yes or No; if yes, provide explanation)
- K. If applying for position that includes driving a U.S. Government vehicle, Driver's License Class / Type
- L. Days available to work
- M. List any relatives or members of your household that work for the U.S. Government (include their Name, Relationship, & Agency, Position, Location)
- N. U.S. Eligible Family Member and Veterans Hiring Preference
- O. Education
- P. License, Skills, Training, Membership, & Recognition
- Q. Language Skills
- R. Work Experience
- S. References

APPENDIX C

COMPLETE JOB DESCRIPTION – Procurement/Lease Contract Supervisor

Under the general supervision of the General Services Officer, primarily performs contract administration duties in the Procurement and Realty fields.

Provides Realty/Housing support duties and services that have to do with procurement of a variety of commodities and services for the Embassy and associated agencies by ordering, purchase order action or GSA catalog from companies with which established contract exists. Supervises the work of one Realty/Housing Agent and provides general supervision and guidance to procurement staff on contract related activities.

CONTRACT ADMINISTRATION:

Is the Contract Administration Expert in the Procurement/Housing Unit.

Directly guides Procurement staff in the process of all procurement contracts. Reviews draft contracts submitted by the staff to ensure correctness. Personally undertakes the preparation of contracts; ensures probable sources of supply, and request bids or quotations by telephone, correspondence, or advertisement - as appropriate. On receipt of responses, prepares summaries and analyses of offers, taking into consideration price, bidder's capabilities and reputation and recommend best offer to the General Services Office (GSO). Visits bidder's establishment to determine capabilities and to negotiate price. May participate in further negotiations between bidders and the General Services Officer. After a decision is made by the GSO, drafts contracts or prepares purchase order and obtain signature on time to insure prompt delivery of supplies. Follows up with bidders by letter, FAX or cable, ensuring that procurement requests are properly tracked, reporting to requestor as items are ordered and as estimated shipping date is determined. Works with financial, shipping and supply sections to track the arrival of items. Monitors the performance of outsource procurement contractors to ensure required standards are met.

Responsible for knowing the Freetown Real Estate market and assisting the General Services Officer (GSO) with negotiating strategies for short term residential leases (STL). Maintains contact with landlords and property owners; works in collaboration with the Realty Assistant or independently searches for suitable and appropriate residences using 15 FAM and the Post's Housing Policy Handbook as a guide. Obtains the necessary maintenance check list and security reports so General Services Officer (GSO) can begin negotiation of lease terms and rental rates.

Directs the Realty/Housing staff on the process of lease contracts. Reviews draft Lease Contracts to ensure quality assurance. Personally undertakes the preparation of new Lease Contract: Closely tracks lease terms and prepares lease renewals, amendments and lease terminations as required. Prepares lease waiver requests to Office of Buildings Overseas (OBO) in Washington, once housing receives approval by the Interagency Housing Board (IAHB). Upon OBO approval, prepares the draft leases in compliance with the Department

of State model lease format. Prior to submitting to GSO for signature, obtains appropriate clearances and obligations.

In coordination with Facilities Maintenance (FM), contact landlords regarding their responsibilities under the lease terms when issues arise from the occupant or maintenance problems. When necessary, prepare draft letters to the landlords for the GSO's signature, detailing any issues. This includes resolving problems with landlords, building owners and neighbors.

Procurement Guidance and Support Service:

Provide guidance to Procurement staff on all contract related issues.

Procures commodities: A variety of commodities and services procured include office furniture, equipment and supplies, household furniture and equipment, automotive vehicle, petroleum products, building and equipment maintenance, repair and cleaning services.

Reviews procurement requests for completeness, ensuring that necessary technical information reflects, conferring with requestor as necessary to clarify unclear information on requests. Using catalogs or suppliers source, Internet sources and U.S. Federal Supply Schedules, finds the lowest-cost products that meets post requirements; prepares technical specifications, estimates possible costs, and identifies financial accounts to which purchase should be charged.

Realty supervision and support:

Reviews the annual report on Post market surveys prepared by the Realty Assistant to ensure conformity with and/or updates with post housing records. Monitor and follow up on all activities of the Realty Assistant to ensure demands of post and overall customer services are effectively delivered.

Provides support Realty/housing duties including but not limited to the following:

Prepares rental payment documentation and forwards to the Financial Management Office (FMO) to ensure landlords are paid on time. Responsible for ensuring that lease files are documented on the results of market surveys and criteria used, or selection of properties and listing of all resulting properties reviewed by the Housing Office.

Confer with the GSO regarding possible matches in terms of rank and family size, as relating to space standards and available housing-units. Ensure that the ETA and ETD list is up to date, so IAHB can make accurate decisions; to give FM enough time for make-readies; and to reduce the amount of time new arrivals spend in temporary housing.

With the Realty Assistant, responsible for conducting inventories of landlord-installed fixtures and inspecting the house prior to occupancy, in order to determine that landlord has carried out all the work agreed to in the lease agreement. Coordinates with Facilities Maintenance to advise landlords on necessary additions and or/alterations to suit Mission requirements. Based on consultation with FM, arranges for structural repairs or replacement of landlord-owned equipment and fixtures. In the event of the landlord's failure, Assists GSO

in the preparation of post's Housing Profile, gathering data and conducting analysis. Prepares lease payment notifications to FMO each quarter; follow-up until landlord receives payment. Coordinate with FMO and landlords on utilities for new leases and lease terminations. Advises the FMO, in advance, of expected rental increases during the fiscal year.

****Note: This position description in no way states or implies that these are the only duties to be performed by incumbent. Incumbent will be required to perform other duties as assigned by the agency.**